



City of Douglas Employment Opportunity

425 Tenth Street Douglas, AZ 85607

(520) 417-7326 Fax (520) 417-7155

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THE CITY OF DOUGLAS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, VETERAN STATUS, GENETICS OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

ANNOUNCEMENT #: 42-19
ISSUE DATE: November 15, 2019
CLOSING DATE: Open Until Filled
TITLE: EMT/Paramedic (On-Call Status)
SALARY: \$12.00/\$13.827 (effective 1/1/2020)

JOB SUMMARY: responds to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility. After receiving the call from the dispatcher, the EMT drives the ambulance to the address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT must observe traffic ordinances and regulations concerning emergency vehicle operation. The EMT functions in uncommon situations, has a basic understanding of stress response and methods to ensure personal well-being, understands body substance isolation, understands basic medical-legal principles.

MINIMUM QUALIFICATIONS: High School Diploma or G.E.D; Arizona EMT Certified Basic or Paramedic; valid Arizona Drivers License; current copy of Healthcare Provider CPR documentation, current ACLS and PALS provider documentation.

SPECIAL REQUIREMENTS: Residency within sixty miles of the corporate limits of the City of Douglas, within the United States, required within a reasonable time after hire date.

HOW TO APPLY: Submit a City of Douglas application form to: City of Douglas Human Resources Department, 425 10th Street, Douglas, AZ, 85607.

EVALUATION METHOD: Applications will be initially checked for minimum qualifications and screened out by Human Resources Manager according to training and experience. Selected candidates will be invited to participate in an evaluation process.

SAMPLE OF DUTIES (not inclusive):

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Provide Emergency Medical Services (EMS) treatment and transportation in accordance with Arizona laws, Arizona Department of Health Services (DHS) rules and regulations, regional protocols, Department policies and procedures, and base hospital medical direction.
- Prepare EMS reports accurately and in a timely manner, showing proficiency with patient care reporting software.
- Administer emergency medical care utilizing accepted guidelines of basic and advanced life support procedures in treating the sick and injured; examine victims and communicate physical assessment findings to receiving hospital physicians and staff.
- Perform cardio-pulmonary resuscitation and endotracheal intubation (**EMT-P**), apply various splints, backboards and cervical collars.
- Administer various intravenous solutions and parenteral drug injections, inventory and able to restock all medications following department policies (**EMT-P**).
- Operate a variety of medical equipment including suction units, pulse oximeters, laryngoscopes, cardiac monitors, defibrillators, oxygen administration equipment.
- Maintain minimum inventory/stock of EMS equipment and supplies.
- Participate in EMS training programs, community service/public safety education events, and other related programs.
- Interact with, support, and assist online Fire Department members as directed within chain of-command.
- Meet required continuing education requirements.
- Maintain positive working relationships with other agencies, City of Douglas employees and the public.
- Abide by all City rules and regulations as well as department policies and procedures in carrying out duties and responsibilities of the position.
- Physically present to perform the duties of the position.
- Assists shift with general station maintenance, daily cleanup, daily vehicle checks, and follows training and physical training schedule outlined within the Department's policies.
- Perform other duties as assigned.